|  |  |
| --- | --- |
| **Authority Letter** | [Email] |
| Claim Agreement | [Address] |
|  | [Phone] |

**Subject:** Authorization Letter to Claim [Name of the Legal Agreement]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Company Name], and I wish to formally inform you that we have authorized our employee, [Employee's Full Name], to collect [Name of the Legal Agreement] on our behalf.

This authorization has been granted in light of [Employee's Full Name]'s role and responsibilities within our organization. [He/She] is fully authorized to act on our behalf in matters pertaining to the collectilegaloned legal agreement from your esteemed organization.

Please note that [Employee's Full Name] will provide appropriate identification and documentation to ensure a smooth and hassle-free collection process. We kindly request your cooperation and assistance in facilitating the necessary arrangements for [him/her] to collect the [Name of the Legal Agreement] on our behalf.

Attached to this letter, you will find a copy of [Employee's Full Name]'s identification, along with a copy of this authorization letter for your reference.

We trust that this authorization will expedite the process and minimize any delays. If you require any further information or have any questions, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter. We appreciate your cooperation and prompt assistance.

Sincerely,

[Your Signature]

[Your Full Name]

[Your Title/Position]

[Contact Information: Phone Number, Email Address]

**Enclosures**:

1. Copy of Employee's Identification

2. Copy of Authorization Letter